

Attachment "A"

Procedure for Filing IERs in Record Center - Vouchered Funds

1. General

Individual Earnings' Records for those persons paid from vouchered funds beginning with IERs for 1963 will be filed in accordance with procedures outlined below.

2. Procedures


- a. Beginning with 1963, the IERs maintained on the 501 system will be filed in employee number sequence; but the shelf listing will be arranged alphabetically and will indicate the employee number and container number in which filed.
- b. The IERS will be placed in a storage container in employee number "blocks" - that is

Container Index

<u>Container No.</u>	<u>Employee Nos.</u>
1	1 thru 6000
2	6001 thru 9999, etc.

The Fiscal Division will prepare a schedule as indicated above and transmit to ADPD for use in preparation of the corresponding shelf listing.


- c. The format for the shelf listing will be as follows:

<u>Container No.</u>	<u>Employee Name</u>	<u>Employee No.</u>
1		
2		
3		

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The shelf listing will be prepared in original and 5 copies by ADPD and forwarded to Fiscal Division.

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- d. IERs for the  and Executive Payrolls will continue to be alphabetized manually and the shelf list prepared by the Fiscal Division.

25X1A APPROVED: 

DATE: 3/9/64

